



Superior Court of California

County of San Bernardino

Employment Opportunity

Court Senior Accounting Technician

\$3,872.27 - \$4,940.00 approximate monthly

Application deadline: 4:30 p.m. Monday, December 29, 2008

*****Supplemental Application Required*****

Announcement # 08-029

The list resulting from this recruitment will be used to fill a current vacancy in San Bernardino and future vacancies as they occur throughout the Court.

The Senior Court Accounting Technician performs a variety of the most difficult and complex technical accounting and statistical record keeping work in connection with the development and maintenance of Court fiscal and statistical records.

Typical duties of Senior Court Accounting Technician include, but are not limited to:

- ❖ Performs a wide scope of the most complex and specialized technical financial and statistical record keeping work.
- ❖ Maintains journals, general ledgers and subsidiary ledgers.
- ❖ Maintains and updates accounts receivable controls and accounts.
- ❖ Classifies and posts expenditures to budgetary accounts.
- ❖ Analyzes revenue and expenditures, preparing periodic statements.
- ❖ Prepares and maintains trial balances, recapitulations and balance sheets.
- ❖ Maintains and updates complex financial and statistical reports.
- ❖ Maintains records and accounts for revenues received.
- ❖ Receives and classifies accounting data.
- ❖ Identifies and resolves a variety of complex account and statistical record keeping problems.
- ❖ Completes approved budget transfers to cover account shortages.
- ❖ Provides functional supervision, work coordination and training for assigned account clerk staff processing accounts payables and receivables.
- ❖ Monitors federal grants and reimbursable state programs; prepares reimbursement claims and billing statements; verifies costs.
- ❖ Performs related duties as assigned.

Requirements: Two years of financial and accounting experience equivalent to that of an Accounting Technician with San Bernardino Superior court or any combination of training and/or experience that could likely provide the desired knowledge and abilities. College level accounting experience can substitute for a maximum of two years of experience.

How to Apply: Applicants must complete and submit a Superior Court application. Application, supplemental form and list of related coursework form can be obtained on the internet at www.sb-court.org or by phone at (909) 387-6894. **Applicants substituting education for experience must complete and submit the related coursework form found on our website. Faxed applications will not be accepted.**

Examination: The examination will consist of a competitive evaluation of qualifications based on the application and supplemental application materials. The most qualified candidates may be invited to an oral examination covering the following areas: practices and procedures of accounting; Court accounting procedures; laws and regulations effecting Court accounting operations; and interpersonal and communication skills. Candidates will be notified of the date of an oral exam approximately two weeks prior to testing.

Benefits: Paid holidays, vacation time, sick leave, retirement plan, deferred compensation plan, employee health insurance (medical and dental), life insurance, merit salary increases, reimbursement of professional development, credit union.

Employment is contingent upon passing a pre-employment physical, including drug screening and fingerprinting. The provisions of this job announcement do not constitute a contract expressed or implied and any provisions contained herein may be modified or revoked without notice.

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